

RFP

"CS" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2009 IOWA ACTS AND THE 2009 CODE SUPPLEMENT

CS-1

INSTRUCTIONS FORM

(1) Acts and (2) Code Supplement

Issued: August 24, 2009

Submission Deadline: September 16, 2009

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Glen Dickinson, Director
Richard Johnson, Legal Services
Division Director
Leslie Hickey, Iowa Code Editor

This CS-series of documents is a request for proposals (RFP) for both the Iowa Acts or "Acts" and the Iowa Code Supplement or "Code Supplement" (CS) or for only one of the publications. To complete a proposal, read this Instructions Form and consult the relevant tables in the Appendices (CS-4) or the Contract Form (CS-2). Bidders must complete the Proposal Form (CS-3) in an electronic format. Contact the Agency at (515) 281-3566 to receive a copy of that form in Microsoft Word®. Proposals submitted in prior years are available on the website.

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INSTRUCTIONS FORM 2009 IOWA ACTS & 2009 CODE SUPPLEMENT

I. READING THIS RFP

- A. Purpose.** This RFP is issued by the Agency to solicit proposals for the Iowa Acts and for the Iowa Code Supplement.
- 1. The Iowa Acts ("Acts")** is a single-volume, loose-spine, case-bound book including statutory provisions and miscellaneous materials, tables, and an index.
 - 2. The Code Supplement ("CS")** is a single-volume, perfect bound, softcover book containing statutes and miscellaneous materials, including various tables and an index, published during odd-numbered years.
- B. Production Schedules.** The Acts and Code Supplement are produced and delivered between the months of September and late December or early January according to separate and overlapping schedules.
- C. RFP Documents.** This RFP consists of this Instructions Form (CS-1), the Contract Form (CS-2), the Proposal Form (CS-3), and the Appendices (CS-4), which together contain all definitions, specifications, terms, conditions, and requirements for producing and delivering production items and books.
- D. Response and Obligations.**
- A bidder makes a proposal in response to this RFP by completing and submitting the Proposal Form to the Agency and thereby agrees to the following terms and conditions the Contract Form (CS-2) and Appendices (CS-4), unless the Contractor provides otherwise in the Proposal Form.
 - Bidders May Ask Questions** of the Agency as provided in Part IV.

II. RFP TIMELINES

Event	Date
Agency Issues the RFP	August 24
Bidder Deadline to Request an Extension for All Bidders to Submit Questions or Concerns	September 8
Bidder Deadline for All Bidders to Submit Questions or Concerns	September 11
Bidder Deadline to Request Extension for All Bidders to Submit Proposals	September 14
Bidder Deadline for All Bidders to Submit Proposals	September 16
Agency Selects Bidder as Potential Contractor	September 18
Agency and Contractor Execute a Contract	September 25



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III. CHECKLIST OF ESSENTIAL CONTRACT TERMS AND CONDITIONS

Checklist

Issue			Book	Requirement		Consult Form
Construction	Standards for Production Materials ¹		Acts	Same as the 2008 Edition of the Acts		CS-2, Pt. IV, B(1). CS-4, App. A & B.
			CS	Same as the 2007 Edition of the Code Supplement		
	Standards for Workmanship ²		Acts	Same as the 2008 Edition of the Acts		CS-2, Pt. IV, B(2).
			CS	Same as the 2007 Edition of the Code Supplement		
	Book and Page Size		Acts	Book: 7 1/2" X 10 3/4"	Page: 7 1/4" X 10 1/2" Finished	CS-4, App. A.
			CS	Book: 7 1/4" X 10 1/2"	Page: 7 1/4" X 10 1/2" Finished	
	Cover		Acts	Case-bound		CS-2, Pt. II, B & D.
			CS	Perfect bound		
Signature Size (By Page Count)		Acts	(1) Full 32-page		CS-4, App. B.	
		CS	(2) Half (Split) 16-page upon Agency approval			
Number and Turnaround Time Standard Performance Periods	Production Items	1 Finished Cover	Acts	15 calendar days after the Agency delivers its final page count for a book to the Contractor		CS-4, App. D.
			CS			
		2 Sets of Digital Proofs	Acts	5 business days after the Agency delivers composed pages to the Contractor		
			CS			
		7 Sets of Assembled Pages	Acts	4 business days after the Agency delivers its approval of the final sets of digital proofs for a book		
			CS			
	Ordered Books (1) 3,250 Acts (2) 3,750 CS		Acts	30 calendar days after the Agency delivers its approval of the final sets of digital proofs		CS-4, App. D.
CS			15 calendar days after the Agency delivers its approval of the final sets of digital proofs			
Delivery	Package and Load Production Items and Books		Acts	(1) Production Items. Package/load and ship/unload production items for delivery to Des Moines and receive corrected production items from Des Moines. (2) Books. Package/load and ship/unload books to special dock at Des Moines and eight locations throughout the state.		CS-4, App. C & D.
			CS			
	Communication		Acts	(1) Contact Person. Provide the Agency with telephone and e-mail contact of the person primarily responsible for managing day-to-day operations for book production and delivery. (2) Reply. Promptly reply to a message delivered by Agency staff. ³		CS-4, App. E.
			CS			

¹ There is no requirement that a bidder must select a certain manufacturer or brand of materials (e.g., cover material or paper stock). The Agency considers these matters negotiable so long as the production materials comply with the specifications of this RFP.

² The Agency will provide a potential bidder with samples of books.

³ The exact time deadline for a reply is negotiable and flexible in practice.



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IV. COMMUNICATION

- A. Registration.** A prospective bidder is encouraged to register the prospective bidder's interest in submitting a Proposal Form by submitting an electronic mail message to the Agency providing the name and electronic mail address of the contact person for the prospective bidder.
- B. Communication to the Agency.** All communications regarding this RFP to the Agency must be addressed to both the Agency's contact persons:

Agency's Contact Persons

Position	Ms. Leslie Hickey		Ms. Joanne Page	
	Iowa Code Editor		Deputy Code Editor	
	Legislative Services Agency		Legislative Services Agency	
Contact	Telephone	(515) 281-8871	Telephone	(515) 242-6464
	Fax	(515) 281-5534	Fax	(515) 281-5534
	E-mail	leslie.hickey@legis.state.ia.us	E-mail	joanne.page@legis.state.ia.us
Office	Ola Babcock Miller Building, 3rd Floor West		Ola Babcock Miller Building, 3rd Floor West	
	Des Moines, Iowa 50319		Des Moines, Iowa 50319	

1.
 - a. **Protocol.** Electronic mail is the ordinary channel for communication between the Agency and prospective bidders, including disclosure of questions or comments submitted by potential bidders, Agency's responses, and new information about this RFP made available by the Agency. The Agency may also contact a prospective bidder by telephone or personal interview.
 - b. **Limitation.** Nothing in this RFP requires the Agency to respond to every question or comment submitted by a prospective bidder or to maintain a record of or disclose communications between the Agency and prospective bidders.
2. **Agency Website.** The Agency customarily places documents relating to the issuance of RFPs and contracts on its website: <http://www.legis.state.ia.us/Contracts>, including prospective bidder questions and Agency responses, submitted bidder proposal forms, the Agency's scoring results, and the selected bidder and Contractor.
- C. **Supplemental Information.** A prospective bidder may obtain supplemental information regarding the Acts or Code Supplement (e.g., sample pages, page paper, electronic files, or books) from the Agency. Sample electronic files for both publications can be found on the Agency's website.
- D. **Interviews.** The Agency reserves the right to personally interview a select number of prospective bidders or bidders based on experience or qualifications.



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V. SUBMISSION OF A PROPOSAL FORM

A. *Manner of Submission.*

1. **Completed Proposal Form.** A bidder's proposal must be completed using the Proposal Form. The Agency reserves the right to reject a Proposal Form which is incomplete as if it were a late submission as specified in Subparagraph 2.
2. **Submission.** The bidder shall:
 - a. **Electronic Version.** Submit one copy of the completed Proposal Form in an electronic format by electronic mail to the Iowa Code Editor at the following addresses:

leslie.hickey@legis.state.ia.us	joanne.page@legis.state.ia.us
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 - b. **Printed Version.** Deliver four copies of a completed Proposal Form in a printed format to the Iowa Code Editor at the following address:

Legislative Services Agency
Proposal Form(s) for the _____*
Attention: Ms. Leslie Hickey, Iowa Code Editor
Ola Babcock Miller Building, 3rd Floor West
1112 East Grand Avenue
Des Moines, Iowa 50319

*Specify "Acts," "Code Supplement," or "Acts and Code Supplement"
3. **Receipt Deadline.** A completed Proposal Form must be received by the Agency no later than 4:00 p.m., September 16, 2009.
 - c. **Fax Prohibited.** The Agency will not accept a Proposal Form submitted by fax.
 - d. **Verification of Receipt.** A bidder is exclusively responsible for verifying with the Agency the date and time that the Agency received the bidder's submitted Proposal Form.
4. **Questions or Concerns.** Questions or concerns must be submitted to the Agency not later than 4:00 p.m., September 11, 2009.
5. **Waiver.** A request for a waiver of a requirement that a proposal include all paper and cover fabric samples or that a bidder submit copies of the proposal in a printed format must be submitted to the Agency by the deadline for receipt of the completed proposal form. However, a bidder must deliver all paper and cover fabric samples to the Agency within five calendar days from the date of the deadline.
6. **Extension.** A person may request an extension of the deadline by contacting the Agency no later than 4:00 p.m., September 14, 2009. If the Agency finds that an extraordinary situation prevents one or more prospective bidders from submitting a timely and complete Proposal Form to the Agency, the Agency may, at its discretion, extend the deadline for all prospective bidders.

- B. **Property Rights.** A Proposal Form submitted to the Agency is the property of the Iowa General Assembly. The Agency will serve as custodian of the Proposal Form. The contents of the Proposal Form will not be considered proprietary or a trade secret. By submitting a Proposal Form to the Agency, a bidder waives any claim that information contained in the Proposal Form is confidential. However, upon written request by a bidder, the Agency may refrain from publishing the identities of the bidder's references. The Agency will not act as a party in any lawsuit to protect the rights of a prospective bidder, bidder, selected bidder, or the Contractor.
- C. **Disclosure.** The Agency will disclose all contents of a Proposal Form accepted by the Agency within a reasonable time after the deadline for submissions.
- D. **No Obligation.** This RFP shall not be construed as commitment by the Agency, the Iowa General Assembly, or the State of Iowa to do any of the following: (1) acquire materials or services; (2) pay for any



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information or services provided by a prospective bidder, bidder, selected bidder, or Contractor; or (3) pay expenses incurred by a prospective bidder, bidder, selected bidder, or Contractor.

VI. CONTENTS OF A PROPOSAL FORM

- A. Requirements.** In completing a Proposal Form, a prospective bidder shall comply with all of the following:
- 1. Objectiveness.** Address all questions in an objective manner. Answers must be specific, clear, and concise. Special bindings, colored displays, and promotional materials are discouraged.
 - 2. Supplemental Information.** Identify supplemental information which does not directly respond to a question in a Proposal Form.
 - 3. Alternatives.** Identify any alternative approach or specification which departs from an approach or specification required in the Proposal Form and explain why it is made and how it satisfies the objective of this RFP.
- B. Combined Proposals Encouraged.** A bidder is encouraged to complete and submit the Proposal Form for both the Acts and the Code Supplement. A bidder may submit a Proposal Form which expressly provides that it applies to the Acts alone or the Code Supplement alone.

VII. EVALUATION OF PROPOSALS AND THE SELECTION OF A BIDDER

- A. General Procurement Policy.** Iowa Code § 2A.5 provides procurement criteria which includes factors relating to a prospective bidder's competence, meeting of service or product specifications, and reasonableness of price; the posting of security; the preference of Iowa-based businesses if comparable in price; the disclosure of assignments; the inclusion of renewal options; and the imposition of liquidated damages and other remedies for breach of a requirement.
- B. Model Scoring Sheet.** The Agency will select a bidder according to a scoring sheet similar to the following model scoring sheet. The Agency reserves the right to revise the criteria or assigned points after the issuance of this RFP.

Model Scoring Criteria	
Criteria	Points
Bid Amount	175
Compliance with Standards (Production Materials)	75
Bidder's Satisfactory Past Performance (Experience)	75
Contractor's Control of Production (Subcontracting)	75
Completeness and Timeliness of Proposal	50
In-State Production	25
<u>Combined Proposal (Acts and Code Supplement)</u>	<u>25</u>
TOTAL	500

- C. Selection of Bidder.** The Agency will evaluate all completed and timely submitted proposal forms for the Acts and the Code Supplement, but is under no obligation to select a bidder as a potential contractor for either publication. The Agency expects to select a bidder as the Contractor not later than 4:00 p.m., September 18, 2009, execute a contract within a short time period thereafter, and begin transmission of test-composed pages for the Acts to the Contractor. The initial selection of a bidder means that the Agency will negotiate in good faith with the selected bidder as the Contractor in expectation of executing a contract. If the Agency determines that it cannot execute a contract with the selected bidder, it may select a new bidder based on the next highest score, reissue this RFP, issue a different RFP, or renew an existing contract.